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Operations

RECEPTIONS WORKING GROUP

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-4, *Operations Planning*, and USFKR 95-5, *Armistice Deployments to Republic of Korea Air Bases and Airfields*, and establishes policies and procedures for the Receptions Working Group (RWG). It applies to all organizations assigned or attached to the 51st Fighter Wing.

SUMMARY OF REVISIONS

Title changed to Receptions Working Group from Deployment Working Group to accurately reflect the nature of the instruction. Office symbols changed to reflect current OPRs.

1. References. AFD 10-4, *Operations Planning*; USFKR 95-5, *Armistice Deployments to Republic of Korea Air Bases and Airfields*.

2. General. The Receptions Working Group (RWG) was created IAW USFKR 95-5 to review all unit and personnel requests deploying to Osan AB. The RWG is the sole approving authority for all requests for groups of five or more personnel or aircraft (for more than one day) deploying to Osan AB.

3. Exceptions. The RWG does not review the following:

- 3.1. Groups of less than five personnel or transient aircrew staying no more than one night.
- 3.2. Cross country requests.
- 3.3. VIP aircraft.

4. Office Of Primary Responsibility (OPR).

- 4.1. The Deputy Group Commanders for 51st Logistics Group, 51st Operations Group, and 51st Support Group will be co-chairpersons of the RWG.

4.2. The Logistics Plans Flight, 51 LSS/LGLX, is the OPR for requests to come to Osan and acts as the RWG facilitator. LGLX also provides administrative support for the RWG.

5. Reception Working Group Members. The following are mandatory members of the RWG:

- 5.1. 51 LG/CD (51st Logistics Group Deputy Commander) (Co-chairperson).
- 5.2. 51 OG/CD (51st Operations Group Deputy Commander) (Co-chairperson).
- 5.3. 51 SPTG/CD (51st Support Group Deputy Commander) (Co-chairperson).
- 5.4. 51 LSS/LGLX (51st Logistics Plans Flight) (Facilitator).
- 5.5. 51 OSS/OSAM (Base Operations).
- 5.6. 51 SVS/SVML (Lodging).
- 5.7. 51 MXS/LGMT (Transient Alert).
- 5.8. 51 MXS/LGMGP (Aerospace Ground Equipment).
- 5.9. 51 TRANS/LGTO (Vehicle Operations).
- 5.10. 631 AMSS/TRO (Air Terminal Operations Center).
- 5.11. 607 CPS/DOE (Exercise Plans).
- 5.12. 51 FW/CCP (Protocol).

6. Procedures:

- 6.1. The RWG meets every Tuesday in the Logistics Group conference room, Building 1624. 51 LSS/LGLX will prepare the RWG agenda and minutes for all group members.
- 6.2. 51 LSS/LGLX is responsible for staffing all formal requests including designating tracking numbers, recording the decision, and notifying requesters of RWG approval or disapproval. Time sensitive (urgent) requests will be coordinated and approved, or disapproved, by telephone. An electronic copy of RWG minutes will be sent to 51 FW/CV, 51 OG/CC, 51 LG/CC, 51 SPTG/CC, 631 AMSS/CC, 51 MDG/CC, 607 AOG/CC and requesting unit(s).
- 6.3. All units deploying to Osan will identify a local point of contact (or host unit) to ensure their deployment is coordinated with all base support functions and the RWG.

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Commander